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STANDARD FORM NO. 64

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Plans & Policy Staff, OTR

DATE: 12 October 1955

FROM : Chief, Administrative Branch, OTR

SUBJECT: Weekly Activity Report # 41

STAT

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I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS

25X1 A. [redacted] VEHICLES. On 7 October 1955 a requisition for 17 vehicles was submitted to the Office of Logistics. Procurement was requested through GSA based on promises of 3-week delivery from that source. 25X1

[redacted]

25X1 C. [redacted] Weekly report of the utilization of [redacted] facilities for the period 5 October through 11 October 1955 is attached. 25X1

D. ANALYSIS OF STUDENTS IN CURRENT BOC. Statistics on the composition of the current Basic Orientation Course were prepared for the DTR this week. The Chief Instructor, BOC, also received a copy of the report. Information included a break-down by Division and Office, age range, grade range and length of service in the Agency.

E. RUSSIAN LECTURE SERIES. The first lecture in the Russian Lecture Series (in English) scheduled for 12 October is over-subscribed. We received approximately 200 requests. Because of the overwhelming response, this lecture entitled "The Russian People, Their Civilization & Language" will be given again on Friday, 14 October, at 2:45 p.m. in 117 Central Building. It will be decided later if it will be necessary to offer duplicate lectures each time.

25X1 F. LIBRARIAN VACANCY - [redacted] The Personnel Section has located a candidate for the Librarian vacancy at [redacted] OCR has been 25X1
25X1 referred to [redacted] and was found to be highly desirable for the position. Miss
25X1 [redacted] has accepted the position and final release details are being arranged.

25X1 G. PHOTOGRAPHER VACANCY - [redacted] The Personnel Section has screened several files to locate candidates to fill this vacancy. Three Agency employees (Office of Logistics) with photography experience were interviewed 11 October 1955 for the position.

H. T/O AMENDMENTS APPROVED TO ACCOMMODATE ORGANIZATIONAL CHANGES. Chief/Position Evaluation Division has issued final adjustments for the Plans & Policy Staff T/O. This includes new positions to accommodate [redacted] Further 25X1
amendments were requested and approved which will permit proper assignment of
25X1 [redacted] in Intelligence School and [redacted] in LETS. 25X1

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I. LEAVE BALANCES. Leave balances were given all vouchered employees 6 October. Unvouchered employees received the annual report of leave balances on 5 May through the pay period ending 23 April. Because of the general demand of these unvouchered employees for a current leave status report, the Finance Division has agreed to furnish this report within the next three weeks. The report will include sick and annual leave and compensatory time accrued.

25X1 J. [redacted] CASUALTY. [redacted] was recently killed in a highway accident. BFO/TR assisted in the coordination of the claims for government insurance and other monies because of the complexity of payment due the eight surviving children with no surviving parent. 25X1

25X1 K. [redacted] CONTRACT. A request for amendment of the existing contract with 25X1 the [redacted] contractor was transmitted to the Office of Logistics. The amendment when executed will permit payment of the suspended items of expense submitted by the contractor to date. 25X1

25X1 L. [redacted] PERSONNEL COMPENSATORY TIME. [redacted] inquired as to the possibility of requiring [redacted] Wage Board personnel 25X1 to take compensatory time off in lieu of payment for overtime. The BFO/TR after consultation with OGC, Comptroller, and Office of Personnel informed [redacted] that 25X1 Wage Board employees are not eligible for compensatory time.

[redacted] 25X1

Attachment

25X1 [redacted] Report.

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